

# Formal Acceptance SiteManager Key Date Entry Guidance

**\*\*General Notes:** If a final inspection date is required then dates for the final inspection report received will be required and dates for final inspection punch list complete may be needed if corrective work is required. If there is not an inspection completed leave the field blank. If corrective work is not required leave the field blank. If corrective work is required, the **Section Office** must submit dates for Comprehensive Corrective Work Notification and Corrective Work Completed Date.

District performed final inspections are to be performed by PDP Branch Managers.

**Legend:** **X** = required for project type, **?** = required for project type on the per project basis depending on the work involved, **"blank"** = likely not required for the project type

Project Type	Color Codes for Entry Responsibility:		Color Codes for Entry Time:		Work Order Issue Date	KPDES Form - Notice of Intent	Work Begin Date	Open to Traffic	Work Complete Date	Electrical Final Inspection**	Erosion Control Final Inspection**	FWHA Final Inspection (Interstate Projects)**	Landscaping Final Inspection**	Other Final Inspection (Traffic piezo loops, etc.)**	Painting Final Inspection**	Resurfacing Final Inspection**	Roadway Inspection**	Signing Final Inspection**	Striping / Reflectivity Final Inspection**	Structures Final Inspection Date**	Comprehensive Corrective Work Notification**	Corrective Work Complete Date**	KPDES Form - Notice of Termination	FWHA Date of Formal Acceptance (Entered by CO Final Estimates)	Ready for Materials Check-RE	Ready for Materials Check-DME	Resident Final Check	Files received in District Office	District Final Check	Files Received in Central Office	Central Office Final Check
	Section Office -	District Office -	Central Office -	FWHA Office -	Pre-Formal Acceptance -	Post Formal Acceptance -																									
Asphalt Resurfacing	X		X	?	X	?									X			?	?					?	X	X	X	X	X	X	X
Asphalt Rehabilitation	X		X	?	X	?									?	?	?	?						?	X	X	X	X	X	X	X
Bridge Cleaning & Painting	X		X	?	X									X										?	X	X	X	X	X	X	X
Bridge Deck Restoration	X		X	?	X															?	X			?	X	X	X	X	X	X	X
Bridge/Culvert Repairs/Replacement	X	?	X	?	X	?														?	X		?	?	X	X	X	X	X	X	X
Bridge with Grade, Drain, & Surface	X	X	X	?	X	?											X	X	X	X			X	?	X	X	X	X	X	X	X
Ditching	X		X	?	X												X							?	X	X	X	X	X	X	X
Flood/Slide Repair	X	?	X	?	X												X	X			X		?	?	X	X	X	X	X	X	X
Grade & Drain & Surface	X	X	X	?	X	?												X	X				X	?	X	X	X	X	X	X	X
Guardrail	X		X	?	X												X	X						?	X	X	X	X	X	X	X
JPC Pavement/Repairs	X		X	?	X	?											X			?				?	X	X	X	X	X	X	X
Mowing & Litter Removal	X		X	?	X												X							?	X	X	X	X	X	X	X
Signing	X		X	?	X													X	X					?	X	X	X	X	X	X	X
Striping	X		X	?	X															X				?	X	X	X	X	X	X	X
Traffic Loops/Electrical/Lighting	X		X	?	X	X																		?	X	X	X	X	X	X	X



Key Date	Dist. List	Proj. Type	Act/Fin	Enters Date	Comment
Corrective Work Completed Date	District responsible for Contract and Central Office	Fed and State	Fin	Resident Engineer / Office Manager	The Resident Engineer's Office should enter this date when all corrective work is completed to the Resident Engineer's satisfaction. The date that the Contractor must complete the work by will be entered as the projected date.
Open to Traffic	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be used to determine if one-half or full Liquidated Damages will be charged.
Work Complete Date	District responsible for Contract and Central Office	Fed and State	Fin	Resident Engineer / Office Manager	This date indicates that time should no longer be charged on the Contract.
Work Begin Date	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This is the date work begins on the Contract.
Comprehensive Corrective work notification	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	Contractor Received notification of his corrective work list.
Resident Final Check	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	The Resident Engineer's Office review of the Contract is complete.
Files received in District Office	Resident Engineer's Office responsible for Contract and Central Office.	Fed and State	N/A	District	This date is to be the date the District received the Contract from the Resident Engineer's Office. Example: As-build Plans.
District Final Check	Resident Engineer's Office responsible for Contract and Central Office.	Fed and State	N/A	District	The District review of the Contract is complete.
Files Received in Central Office	District and Resident Engineer's Office responsible for Contract.	Fed and State	N/A	Central Office	This date is to be the date the Central Office received the Contract from the District Office. Example: As-build Plans
Central Office Final Check	District and Resident Engineer's Office responsible for Contract.	Fed and State	N/A	Central Office	The Central Office review of the Contract is complete.
Structures Final Inspection Date	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Structures Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Structures Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.

Key Date	Dist. List	Proj. Type	Act/Fin	Enters Date	Comment
Electrical Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Electrical Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Electrical Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
FWHA Final Inspection	District responsible for Contract and Central Office	Fed Only	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Roadway Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Roadway Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Roadway Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Signing Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Signing Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Signing Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Painting Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Painting Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Painting Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Striping / Reflectivity Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.

Key Date	Dist. List	Proj. Type	Act/Fin	Enters Date	Comment
Striping / Reflectivity Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Striping / Reflectivity Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Landscaping Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Landscaping Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Landscaping Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Resurfacing Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Resurfacing Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Resurfacing Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Other Final Inspection	District responsible for Contract and Central Office	Fed and State	N/A	Person who conducts the Inspection or RE	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Other Final Inspection Report Received	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Other Final Inspection Punch List Complete	District responsible for Contract and Central Office	Fed and State	N/A	Resident Engineer / Office Manager	This date will be chosen during the Contract activation process on a Contract-by-Contract basis.
Ready for Materials Check-RE	District Materials, Central Office Materials, District Office responsible for the Contract, and Final Estimates	Fed and State	N/A	Resident Engineer / Office Manager	This date will signify that the Resident Engineer's Office is ready for the materials check.
Ready for Materials Check-DME	District Materials, Central Office Materials, District Office responsible for the Contract, and Final Estimates	Fed and State	N/A	DME	This date will signify that the Resident Engineer's Office is ready for the materials check.

Key Date	Dist. List	Proj. Type	Act/Fin	Enters Date	Comment
FHWA Date of Formal Acceptance	None	Fed Only	Fin	Central Office	This is the date of the FHWA formal acceptance.
Work Order Issue Date	District Materials, Central Office Materials, District Office responsible for the Contract, and Final Estimates	Fed and State	Act	Contract Procurement	Contract Procurement will enter this date. The District will enter the same date as the NTPD when they activate the Contract.

Critical Date	Act / Fin	Who enters date	When date should be entered
Accepted Date	Fin	Central Office	The Central Office will be notified by an inbox message of this date once the Resident Engineer's Office enters the Corrective Work Completed Date in Key Dates.
Adjusted Completion Date	N/A	SiteManager	N/A
Contract Archived Date	N/A	N/A	N/A
Award Date	Act	PES/LAS	N/A
Contractor Bankruptcy Date	N/A	N/A	N/A
Checked Out to Field Date	N/A	SiteManager	N/A
Contractor Default Date	N/A	Central Office	Enter this date if the Surety company is responsible for finishing Contract.
Execution Date	Act	Contract Procurement	This date will be used to signify when all the necessary paper work has been obtained.
Contractor Final Release Date	Fin	Central Office	Enter this date when the Contractor signs form and sends it to the Central Office.
Letting Date	Act	PES/LAS	N/A
Notice to Proceed Date	Act	District	This date is entered when the Contract is activated.
Open to traffic Date	N/A	N/A	N/A
Original Completion Date	N/A	SiteManager	N/A
Price Adjustments Base Date	N/A	District	Letting date.
Signed Date	N/A	N/A	N/A
Substantial Work Complete Date	Fin	Central Office	The Central Office will be notified by an inbox message of this date when the Resident Engineer's Office enters the Work Complete Key Date.
Work Begin Date	N/A	N/A	N/A
Physical Work Completion Date	Fin	Central Office	This date should be entered when the final paid date is submitted to finance.